Approved For Release 2006/09/25: CIA-RDP73-00402R000100190021-1 Guidelines for Selecting Presidential

Libraries Material

- 1. NARS does not want initially, for records to be removed from Agency files.
- 2. The task is to identify the material destined for Library use and then determine appropriate procedure for future microfilming or other type reproduction.
- 3. The material must relate to "major or minor Johnson administration issues as well as papers on any subject, major or minor, in which the president took a personal interest which went to him for decision, or which emerged in response to Presidential requests."

Examples of material which might fall in the above category are:

- a) Photographs, motion pictures, slides etc., which depict Agency activities when the President or Mrs. Johnson were present; i.e., signing in ceremony for the Director.
- b) Documents formulating policy on C.I.A.-related Presidential programs.
- c) Memoranda originated by the Director to the President or vice versa.
- d) Material for possible use as exhibits in the libraries.
- e) Staff papers, memoranda, personal documents which relate to any major Johnson Administration issues, as well as papers on any subject in which the President or Mrs. Johnson took a personal interest, which went to the President for decision, or which emerged in response to White House requests.
- 4. Submissions are to be submitted to the Agency's Presidential Libraries Committee for review and appraisal. A summary sheet should be fastened to each subject group submitted and should consist of the following:
 - a) Name of component and location
 - b) Type of material (film, reproduction, carbon etc.)
 - c) A brief description of the subject matter
 - d) Relation to the President's interest and programs
 - e) Key dates
 - f) Volume of material, its location, and the individual to be contacted for further information (include custodian's phone extension).

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Executive Director has noted the attached and is in agreement with Larry Houston's suggestion for handling the GSA letter. If this gives you no problem, please reply direct. Would appreciate receiving a copy of what goes out.

FROM: NAME, ADD	RESS AND PHONE	E NO.	DATE
O/Executive Dia	ector/		25 Apr

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